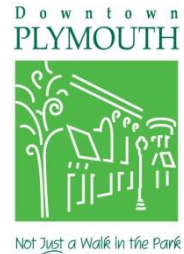


Monday, January 13, 2020 Regular Meeting Minutes



**CITY OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES**

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CITY OF PLYMOUTH DOWNTOWN DEVELOPMENT AUTHORITY

Monday, January 13, 2020
Plymouth City Hall Commission Chambers
201 S. Main Plymouth, MI 48170
Regular Meeting Minutes

Meeting called to order at 7:07 p.m. by Chairperson Adam Covington.

1. ROLL CALL

MEMBERS PRESENT:

Adam Covington, Chairperson
Kerri Pollard, Vice Chairperson
Oliver Wolcott, Mayor
Ellen Elliott
Daniel Farmer
Scott Foess
Maura Hynes
Dan Johnson
Robert Parent
Brent Rieli
Frank Yaquinto

MEMBERS ABSENT: NONE

OTHERS PRESENT:

Suzi Deal, City Commissioner
Chris Porman, DMS Director
John Buzuvis, Community Development Director
Tony Bruscato, DDA Executive Director
Sam Plymale, DDA Coordinator

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Lisa Howard, Plymouth Community Arts Council

2. DDA BOARD ELECTIONS

A. DDA Board Election – Chair

RESOLUTION

The following resolution was offered by Director Elliot and seconded by Director Johnson.

WHEREAS The Downtown Development Authority Board of Directors has established the office of Chairman, and

WHEREAS At the January regular meeting officers are elected to serve a term of one calendar year,

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors appoints Adam Covington as Chairperson for the 2020 calendar year.

MOTION PASSED 10-0

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B. DDA Board Election – Vice Chair

RESOLUTION

The following resolution was offered by Director Johnson and seconded by Director Parent.

WHEREAS The Downtown Development Authority Board of Directors has established the office of Vice-Chairperson, and

WHEREAS At the January regular meeting officers are elected to serve a term of one calendar year,

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors appoints Kerri Pollard as the Vice-Chairperson for the 2020 calendar year.

MOTION PASSED 10-0

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3. CITIZEN COMMENTS: NONE

4. APPROVAL OF THE AGENDA:

A motion was made by Director Farmer and seconded by Director Hynes to approve the 12-9-2019 Regular Meeting Agenda.

MOTION PASSED 10-0.

5. APPROVAL OF MEETING MINUTES:

A motion was made by Vice Chair Pollard and seconded by Director Farmer to approve the 12-09-2019 DDA Regular Meeting Minutes.

MOTION PASSED 10-0.

6. BOARD COMMENTS:

Director Yaquinto announced his resignation from the DDA Board effective immediately. Yaquinto thanked the City, the DDA Board and residents for the opportunity to serve on the board over the last 12 years.

Director Parent announced his resignation from the DDA Board effective immediately. Parent thanked the DDA Board for its role in making Downtown Plymouth come alive over the past two decades.

Mayor Wolcott and Chairman Covington thanked Parent and Yaquinto for their service on the DDA Board.

Director Elliot gave the following statement regarding the Eastern Michigan University Survey on Kellogg Park:

In December, 2019 Dave Rucinski brought to my attention that he had submitted a Freedom of Information Act request in regards to the survey that was being conducted by Eastern Michigan University about the public opinion of Kellogg Park. This request was submitted because of the statements made by the City Manager during the November DDA meeting regarding the city's involvement in the survey.

The purpose of this disclosure is to provide information about this situation and work toward a resolution. It is not meant to be confrontational in any way.

This is the timeline of events revealed as a result of the FOIA request:

Timeline - Eastern Michigan University Survey on Kellogg Park

July 8, 2019

- DDA Board approves modified Kellogg Park Master Plan
 - Ellen Elliott volunteered to complete steps 1 & 2 (citizens views and uses of Kellogg Park) so as to save money for city
 - Wade Trim is directed to complete steps 3 & 4

July 15, 2019

- Community Development Director engages EMU, at the direction of the City Manager, about the possibility of expediting a survey about the citizens' views on Kellogg Park

July 17, 2019

- Community Development Director meets with Greg Plagens from EMU to discuss the survey

September 11, 2019

- City Commission is made aware of EMU survey in their weekly update from administration

September 18, 2019

- Weekly administrative update says "EMU Ready to do a second survey on Kellogg Park, waiting on City Comm to give "go"

September 23, 2019

- Email confirms that survey was being completed and cost was involved

October 7, 2019

- Community Development Director is working on survey

October 10, 2019

- Community Development Director confirms that he is working on survey and doesn't need anyone "helping"
- DDA Operations Director requests copy of questions to include in agenda packet (questions do not appear in Oct agenda packet)

October 16, 2019

- DDA Business Coordinator gives Community Development Director a list of questions that "I would like to see asked on the EMU Kellogg Park survey."

October 29, 2019

- Email lists items that city will be responsible to pay for:
 - Print mayor's letter
 - Envelopes
 - Print surveys
 - Print IRB information sheet
 - Postage (not listed here but mentioned other places)

November 11, 2019

- DDA Board Agenda includes mention of EMU survey of Kellogg Park
- When asked about specifics of the survey the City Manager stated that the city had nothing to do with formulating the questions, he could not provide a list of the questions, and that there was no cost to the city

My comments regarding this situation are as follows:

We need to be able to work together as a team. The DDA was given incorrect information during the conversation about the EMU survey in regards to Kellogg Park claiming that the city had no involvement in the development of the questions and that the city bore no cost in conjunction with the implementation of the survey. This was not a misunderstanding, claiming such is an insult to everyone who attended the November meeting.

The issue is not about the survey itself but the way in which it was handled. This is about trust and credibility going forward. When citizens resort to FOIA requests, it's an indication that they don't trust their government. How do we rebuild confidence for the board and the citizens? How do we avoid this from happening again?

At the September DDA board meeting, the DDA board was provided with a compilation of over 3 years of citizens comments. If this report was inadequate, it was not vocalized. Instead, the administration proceeded to initiate a new survey with no involvement from the DDA board. This was a missed opportunity to develop a meaningful survey, if the board felt that extra information needed to be gathered.

We have to be able to trust and respect each other; we have to be able to work together; we have to be able to move forward with honesty and integrity to accomplish the goals that we have set for our board for the future success of our community.

We are better than this.

DDA Board Chairman's Comments

Transcribed from a recording of the meeting

DDA Board Meeting

January 13, 2020

I wanted to inform the board of something that came to light last week that was brought to our attention by our board member Ellen Elliott. I believe in our November meeting that we potentially had some misinformation regarding the Eastern Michigan University survey that was in the process of being conducted for the Kellogg Park master plan.

There's a couple of things that I wanted to make sure everybody is clear on in understanding and think that my interpretation of what was conveyed during that meeting was not in line with some of the facts and so I would assume that if mine were misinterpreted then I assume the rest of you possibly may have as well.

The survey itself did have cost associated with that survey in the neighborhood of \$2200 that included a letter that was sent on behalf of City from the mayor, envelopes, printing of the materials.

There was also that the City administration was aware of who the survey went to. The survey itself went to individuals that had taken the previous survey within the City and also, in addition to that, it was also made aware that some of the questions that were included in the survey were provided by some influence and or recommendation from the City.

At our November meeting it was under our understanding that the City had little to no involvement at all in that survey of which we found was not necessarily accurate.

It was addressed in a memo that will be for later on in our packet. But I just wanted to let you know that Ellen has more details that she went into. I want to address that to you but more so apologize to you all as your chair. One, for me is that that I didn't know. I was under the impression the way it was messaged to us during that November meeting and I didn't ask more clarifying questions and so I wanted to just apologize to you as the board.

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Director Rieli said that Director Elliott's comments solidify his feelings that the DDA Board is being manipulated by City Administration. Rieli said the DDA Board was denied input on the survey by administration.

Mayor Wolcott said he strongly disagrees with Director Rieli's comments. Mayor Wolcott said that he thinks City Manager Paul Sincock could have done a better job explaining details of the EMU Kellogg Park survey at the November DDA Meeting. Mayor Wolcott said that the City Commission was aware of incidental costs relating to the survey and the City Commission is responsible for said costs.

7. OLD BUSINESS

A. DIA Sculpture Resolution

Plymouth Community Arts Council Executive Director Lisa Howard explained the status of the proposed sculpture project for Kellogg Park. Howard said the next step is to go in front of the Plymouth Historical Museum Board in February.

Director Elliott asked if there was any discussion at the Historic District Commission meeting on whether the proposed sculpture would remain at the proposed location in front of the Wilcox House permanently.

Howard said there was no discussion on the permanence of the sculpture location, but there is a potential location at the PCAC if needed. Howard said that the Wilcox Foundation has pledged a donation to help pay for any additional City costs and that 100% of the proposed project will be paid by the DIA unless there is a desire to go above and beyond.

Director Farmer said that he is in favor of having changing art at the site.

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RESOLUTION

The following resolution was offered by Mayor Wolcott and seconded by Director Farmer.

- WHEREAS The Detroit Institute of Arts has partnered with the Plymouth Community Arts Council and the Plymouth Downtown Development Authority for a proposed art sculpture on the triangular section of Kellogg Park in front of the Wilcox House, and
- WHEREAS The City of Plymouth’s Master Plan indicates art is an important component of the downtown ambience, and
- WHEREAS In the DDA Master Plan questionnaire of DDA Board members, public art was ranked moderately important with a score of 3.8 out of 5, and
- WHEREAS At the December 2019 DDA Board meeting the DIA presented the sculpture project and there was a consensus in favor of the proposal among DDA Board Members, and
- WHEREAS The DIA art sculpture proposal received a Certificate of Appropriateness from the Historic District Commission at the January 9, 2020 HDC Regular Meeting.

NOW THEREFORE BE IT RESOLVED THAT the Downtown Development Authority recommends that the City Commission give the Detroit Institute of Arts approval for the construction of the proposed sculpture on the green space in the triangular section of Kellogg Park in front of the Wilcox House; to be financed, constructed and installed by the DIA, and be maintained by the City of Plymouth DDA.

MOTION PASSED 8-0

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B. Strategic Plan Update

Executive Director Bruscato gave an update on items on the DDA Strategic Plan.

Mayor Wolcott said that discussions are ongoing with the Wilcox Foundation in hopes to begin the fountain project in 2020. Mayor Wolcott said he hoped to have an agreement with the Wilcox Foundation in place soon so that the project could begin this summer after Art in the Park.

C. DDA Master Plan/Kellogg Park Master Plan update

Executive Director Bruscato detailed the status update on both the DDA Master Plan and Kellogg Park Master Plan submitted by Wade Trim.

Director Johnson asked why the three years of citizen comments collected by Director Elliott wasn't enough for the Kellogg Park Master Plan Review of Public Input section.

Mayor Wolcott said that he believed the recent community survey conducted by EMU provided great feedback and that getting additional community input using a similar survey on Kellogg Park would be great. Mayor Wolcott said that the DDA Board can decide whether to use any of the information gathered in that survey for the Kellogg Park Master Plan. Mayor Wolcott said that Dr. Plagens from EMU will be at next Monday's City Commission meeting to give more details on the survey.

Resident Dave Rucinski said that the comments Director Elliott gave about the EMU survey were sobering. Rucinski asked why Elliott's summary of public comment was excluded from the proposal and encouraged the DDA Board to use that information moving forward. Rucinski asked the DDA Board where do they go from here with their relationship with the City Commission and City Administration. Rucinski said that he hoped that DDA Board Members would discuss these issues internally so that all parties can move forward in a positive manner.

DDA Executive Director Bruscato said the DDA Staff would double check to make sure that Wade Trim has all documents created by Director Elliott relating to public comment on the Kellogg Park Master Plan.

Director Foess asked if there is a concern about the information gathered from the EMU survey.

Director Johnson said it would be tough to decide without knowing the questions asked or the metrics used.

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Director Elliott said the EMU survey is delaying the completion of the Kellogg Park Master Plan and that the DDA Board was not involved in the decision to conduct the survey. Elliott said that EMU's scientific method is not the issue. Elliott said that the DDA Board has still not received an answer on why this survey was necessary and said that the DDA Board should move forward with the information we currently have.

Vice Chair Pollard said that she is a believer in the scientific method and said that we tend to go toward those who agree with us. Vice Chair Pollard said she has reservations on how the survey came to be and that because of that the DDA Board should not look at it.

Resident Dave Rucinski said that based on his FOIA request, EMU survey questions reflect questions submitted by DDA Administration in an email and that those comments submitted by DDA Administration helped formed the questions in the EMU survey.

City Manager Paul Sincock submitted the following administrative update in regards to the EMU Kellogg Park Survey:



Administrative Update

City of Plymouth
201 S. Main
Plymouth, Michigan 48170-1637

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

To: Tony Bruscato, DDA Director
From: Paul J. Sincock, City Manager
CC:
Date: January 9, 2020
RE: Kellogg Park Survey

As you are aware, the City, in cooperation with Eastern Michigan University, is in the process of completing a citizen survey related to Kellogg Park. The City has had a history of completing citizen surveys and obtaining input from a broad range of individuals on a multitude of topics from the Sheldon Road Underpass, Budget Priorities, bag/tag and cart solid waste, recycling programs, recreation facilities and programs and the most recent 2019 Community Survey.

All our previous surveys were completed either internally or by research universities such as the University of Michigan, or Eastern Michigan University. The only exception to this is the 2017 Recreation Survey, which was conducted by EPIC/MRA at a cost of \$14,250, as a part of our joint Recreation Master Plan. Like most projects with the City there are usually incidental costs to a project. In the case of surveys, it is typically mailing, printing, staff time, and miscellaneous costs. Typically, we have not "counted" those incidental costs as a part of the contracted survey costs.

At a recent DDA Meeting I was asked about the cost of the Kellogg Park survey and I indicated that there was no cost to the survey, when in reality there are those usual incidental costs related to mailing, printing, staff time and so on. To offer clarification on the Kellogg Park survey, there is no cost for Eastern Michigan University related research design, design of the survey instruments, processing the returns, or analysis and reporting of the results.

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The City Commission had prior experience with EMU during the Community Survey of 2019. The Commission was very pleased with the results of the Community Survey in 2019 and impressed with how Dr. Plagens handled and processed the survey. That survey had incidental costs of less than \$2,500 for mailing, printing and so on. That satisfaction with the methodology of obtaining input from all areas of the City was the basis for the more specific Kellogg Park survey.

On September 23, 2019; Mayor Wolcott directed me to proceed to work with Eastern Michigan University on a Kellogg Park survey and to move it along as quickly as possible. I then directed the Community Development Director to once again take the lead on the project and work with EMU's Political Science Department on a survey for Kellogg Park using the same processes as the earlier Community Survey. The Kellogg Park survey also has those same incidental costs of approximately less than \$2,500, which the City has paid or will pay. The City did not have expenses related to development, tabulation and analysis of the survey which was all handled by EMU and at no cost to the City.

We expect to have Dr. Plagens provide us with the results of the survey in time to go out with the City Commission agenda on Friday, January 17th for the Monday, January 20th meeting regular City Commission meeting. We are also anticipating that Dr. Plagens will be at the City Commission meeting to discuss methodology, research design, and the results of the survey. We will supply the DDA with the survey results at the same time that we forward that information to the City Commission.

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8. NEW BUSINESS

A. Saxton's Purchase Agreement Resolution

Chairman Covington said that Vice Chair Pollard would recuse herself due to a potential business interest with a member of the development team.

Director Hynes asked if the DDA and City would be taking a loss on the sale of the property.

Director Farmer asked about the value of the parking lot section that would remain in the City's possession.

Mayor Wolcott said the City obtained roughly 75-85 parking spaces that would be in the City's possession after the sale. Mayor Wolcott said that the sale would equate to the City paying approximately \$15,000 to \$17,000 per space once the sale was finalized. Mayor Wolcott said that that Planning Commission approval is still needed before the sale is finalized.

RESOLUTION

The following Resolution was offered by Director Johnson and seconded by Director Elliott.

WHEREAS The City of Plymouth owns the downtown land commonly known as the Saxton's property, and

WHEREAS The City/DDA purchased this property with the intent of providing additional public parking and to ensure that the future development of the site would provide an appropriate entrance to the downtown area, and

WHEREAS The Plymouth Downtown Development Authority Board in April 2019 voted unanimously to support a Letter of Intent from F5 Holdings, LLC which sets forth the general terms of a potential transaction involving the sale and development of this property, and

WHEREAS The Plymouth City Commission on January 6, 2020 voted unanimously to enter into a Purchase Agreement with F5 Holdings that will go into effect only after receiving all approvals from the Planning Commission and Historic District Commission,

NOW THEREFORE BE IT RESOLVED THAT the DDA Board of the City of Plymouth does hereby accepts the Purchase Agreement between the City and F5 Holdings, LLC as presented.

BE IT FURTHER RESOLVED THAT the DDA Board supports the efforts by the City Commission and City administration to move forward with a potential sale of the Saxton's property.

MOTION PASSED 7-0

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B. DDA Finance Committee Update

Chairman Covington reviewed the 1-13-2020 DDA Finance Committee Meeting.

9. REPORTS AND CORRESPONDENCE

A. Saxton's Expenditure Report

Executive Director Bruscato gave an update on expenditures at the Saxton's property.

B. Digital Media Year-in-Review

DDA Coordinator Sam Plymale updated the DDA Board on analytics from the DDA's digital media outlets.

C. TIF Report 2019

Executive Director Bruscato presented the Annual TIF Plan report DDA Staff has submitted to the State of Michigan.

10. ADJOURNMENT

Director Johnson made a motion seconded by Director Foess to adjourn the DDA Regular Meeting.

MOTION PASSED 8-0

Meeting adjourned at 8:41 p.m.